

Date: [Insert Date]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to arrange a meeting to discuss my dissertation progress and seek your guidance on [specific topics or areas of concern].

Could we schedule a meeting on [proposed date and time] or [alternative date and time]? I am available at your convenience and can adjust to fit your schedule.

Thank you for your support and assistance. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Program and Year]

[Your Contact Information]